



ATTENTION STUDENTS:

THE OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION



WASHINGTON
D.C.

***WANTS YOU HERE
AS AN INTERN!***

OJJDP
BULLETIN

FROM THE ADMINISTRATOR

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) is looking for college and graduate students interested in juvenile justice related issues to participate in internships and cooperative education programs, or to serve as volunteers in the exciting arena of Washington, D.C.

Students will gain firsthand experience as they perform tasks such as researching key issues, assisting with grant management, helping to develop program and policy initiatives, writing and editing diverse publications, and planning and developing OJJDP meetings and conferences. The intern/volunteer will work directly with program managers and will learn from experts about subjects such as mentoring, reducing youth gun violence, gang prevention, and alternatives to incarceration, while making contacts that they will benefit from throughout their future careers.

Juvenile crime and victimization are serious threats to our society, but if we establish strong prevention, intervention, and treatment programs now and have a solid network of dedicated professionals, we will lay the foundation for a better future. This internship or volunteer experience may mark the beginning of your participation in this dynamic and challenging field.

September 1998

Shay Bilchik
Administrator

EXCITING INTERNSHIPS: WORK TODAY FOR A BETTER TOMORROW

Attention students interested in a career in juvenile justice programs! Would you like to get valuable experience but aren't sure how to begin? Want to have a real influence on the programs and policies that directly affect the Nation's youth? Want to work with high-level Federal policymakers at the heart of the movement? Would you like to perform hands-on activities in the Nation's most influential and exciting city? If so, this is the internship program for you!

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking interested, enthusiastic individuals to participate in our voluntary internship program in Washington, D.C. We need students to assist this lead Federal agency with developing juvenile delinquency programs—from planning and developing new program initiatives to analyzing research reports and performing administrative duties. We can help jump-start and advance your career by offering challenging opportunities that will give you valuable experience that you can't get in a classroom. We try to gear activities toward each individual's career interests and needs whenever possible. We will help you make important contacts that you can use throughout your professional life, and you can receive references and a letter of recommendation that you can use for future job interviews.

WHAT IS OJJDP?

A principle component of the U.S. Department of Justice, OJJDP is charged by Congress with the task of leading the fight against juvenile violence and victimization. OJJDP works with Federal, State, and local government agencies, juvenile justice practitioners, professional associations, community groups, and private citizens to help young people become adults who contribute to their communities. The office works to protect law-abiding citizens from the effects of juvenile crime and violence. OJJDP also works with professionals of diverse disciplines in local, State, and

Federal agencies and organizations to improve juvenile justice policies and practices.

WHAT WILL I BE DOING AS AN INTERN?

If you decide to become an intern, you will be asked to dedicate a minimum of 20 to 24 hours per week to the position, but you are not required to sign up for a specific number of weeks. Hours are generally from 9 a.m. to 5 p.m., Monday through Friday. Although the internship program is a volunteer, unpaid program, you will gain experience, knowledge, and contacts that will be invaluable in furthering your career. And if you become an intern and later decide that the program isn't right for you, you can end your participation at any time—there is no obligation on your part.

Each of OJJDP's eight organizational units has internship opportunities available. All of the units work together to accomplish OJJDP's mission—to fight juvenile violence and victimization and to prevent juvenile delinquency—and you can request a specific assignment or type of work based on your interests. Read these brief descriptions of each organizational unit and the types of intern responsibilities that are available to see what appeals to you.

OFFICE OF THE ADMINISTRATOR

This office oversees the activities of OJJDP's program divisions and units—the Concentration of Federal Efforts (CFE) Program, the Information Dissemination Unit (IDU), the Missing and Exploited Children's Program

(MECP), the Research and Program Development Division (RPDD), the Special Emphasis Division (SED), the State Relations and Assistance Division (SRAD), and the Training and Technical Assistance Division (TTAD).

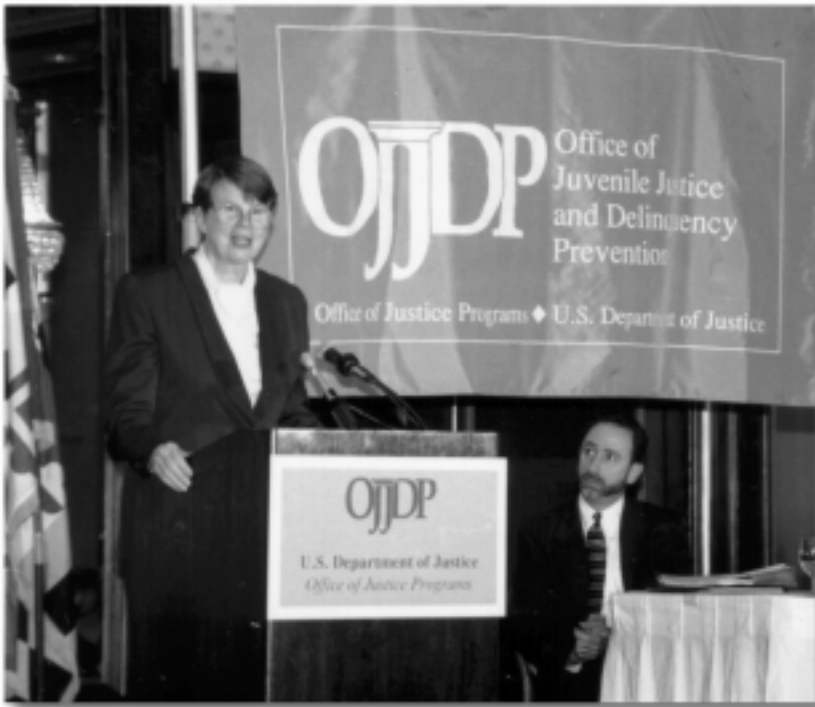
Interns working in this office can learn about the full scope and nature of OJJDP's program activities and research. They will work with the Administrator, the Deputy Administrator, and program managers.

Interns may:

- ◆ Help develop juvenile justice programs and special projects.
- ◆ Research juvenile justice issues and topics to assist with program and policy development.
- ◆ Help prepare briefing materials for the Administrator and the Deputy Administrator.



OJJDP's family strengthening and mentoring initiatives reflect an emphasis on delinquency prevention and positive youth development.



The Attorney General and the OJJDP Administrator are committed to making communities safer and children's futures brighter.

- ◆ Help plan and develop OJJDP conferences.
- ◆ Attend meetings and conferences sponsored by OJJDP and other agencies.
- ◆ Draft and respond to congressional and public correspondence.

CONCENTRATION OF FEDERAL EFFORTS PROGRAM

The CFE program promotes interagency cooperation and coordination among Federal agencies that have responsibilities in the areas of juvenile justice and delinquency prevention. The program also seeks to ensure that juvenile justice funds are used in a cost-effective and coordinated manner. The program is carried out in consultation with the Coordinating Council on Juvenile Justice and Delinquency Prevention (Coordinating Council), an independent body within the executive branch established under Part A of the Juvenile Justice and Delinquency Prevention (JJDP) Act. The Attorney General serves as chair of the Council. Other participating agencies include the U.S. Departments of Agriculture, Education, Health and Human Services, Labor, Transportation, and the

Treasury; the Corporation for National Service, the Immigration and Naturalization Service; the National Endowment for the Arts, and the Office of National Drug Control Policy.

Interns may:

- ◆ Assist the director of CFE with planning Coordinating Council meetings.
- ◆ Attend meetings related to interagency coordination and planning.
- ◆ Provide staff support to interagency working groups.
- ◆ Coordinate with other OJJDP divisions on specific programs related to interagency coordination.
- ◆ Research topics related to juvenile justice and delinquency prevention to use in program planning and policy development.
- ◆ Prepare reports and summaries on program and policy issues.
- ◆ Review and summarize published reports of Federal agencies and private organizations.
- ◆ Respond to public inquiries on juvenile justice issues.

INFORMATION DISSEMINATION UNIT

IDU collects, publishes, and distributes information regarding OJJDP research and program initiatives. The division directs the writing, editing, design, and printing of OJJDP publications, including congressionally mandated reports, the *Juvenile Justice* journal, annual program announcements, and other funding-related publications. IDU also coordinates the dissemination of publications and information through printed and electronic means (including the Internet and CD-ROMs) and directs the activities of the Juvenile Justice Clearinghouse, which supports OJJDP's information dissemination.

Interns may:

- ◆ Write drafts for a variety of projects, including Fact Sheets, talking points for slides, speeches, correspondence, notices for JUVJUST (OJJDP's electronic mailing list), and "From the Administrator" columns for Bulletins.
- ◆ Research and synthesize material and data for writing assignments by:
 - ❖ Working with program managers to identify pertinent program data and information for particular assignments.
 - ❖ Summarizing study results on lengthy publications.
 - ❖ Performing Internet searches.
 - ❖ Contacting researchers and practitioners for information when necessary.
- ◆ Edit and proof materials such as weekly reports, JUVJUST notices, and advance notification memos to ensure correct grammar and punctuation and conformity with Government Printing Office/OJJDP style.
- ◆ Review drafts of forthcoming publications.
- ◆ Work with the Fact Sheet coordinator to draft and review Fact Sheets.

MISSING AND EXPLOITED CHILDREN'S PROGRAM

MECP coordinates activities concerning missing and exploited children under the

Missing Children's Assistance Act. These activities include preventing abductions, investigating the exploitation of children, locating missing children and reuniting them with their families, and addressing the psychological impact of abduction on children and their families.

Interns may:

- ◆ Research issues and legislation regarding missing and exploited children.
- ◆ Coordinate a variety of tasks, such as international and exploitation projects, for the Missing Children's Task Force.
- ◆ Help staff members monitor specific projects.
- ◆ Work on the Chief Executive Officer course class registration for the National Center for Missing and Exploited Children.
- ◆ Respond to public inquiries regarding Federal grant opportunities.

RESEARCH AND PROGRAM DEVELOPMENT DIVISION

RPDD pursues a comprehensive research and evaluation agenda, provides information about juvenile justice issues, monitors trends, and analyzes the practices of the juvenile justice system. RPDD uses research to develop and test model programs and to keep SED informed about demonstration programs. RPDD works with IDU to provide research and evaluation findings and statistical information for distribution to State and local officials to help them implement and evaluate juvenile justice and delinquency prevention programs.

Interns may:

- ◆ Analyze specific research reports submitted by grantees.
- ◆ Review juvenile justice studies and prepare background material for planning purposes.
- ◆ Help staff members monitor specific research projects.
- ◆ Develop congressional reports on research and evaluation findings.
- ◆ Develop Bulletins on research and evaluation findings for distribution to State and local officials.

- ◆ Assist with grant award activities, such as reviewing proposals, examining peer review criteria, and making award recommendations to the administrator.
- ◆ Help monitor grants by reviewing progress reports submitted by grantees.
- ◆ Respond to public inquiries regarding Federal grant opportunities.

SPECIAL EMPHASIS DIVISION

SED provides discretionary funds to State and local governments, public and private nonprofit agencies, professional organizations, and individuals to carry out the programs and activities authorized by the JJDP Act. SED is involved with various programs that divert youth from the traditional juvenile justice and correctional systems; provide community-based alternatives to secure incarceration; strengthen and preserve families; deal with the prevention and treatment of serious, violent, and chronic juvenile offenders; create gang-free schools and communities and community-based gang intervention strategies; provide mentoring; and reduce the disproportionate representation of minority youth in secure confinement.

Interns may:

- ◆ Help plan, develop, and manage new program initiatives.

- ◆ Assist with grant award functions, including reviewing proposals and peer review criteria, selecting peer reviewers, and formulating grant award recommendations to the Administrator.
- ◆ Help process grant awards, including performing assessments and negotiations regarding program strategies, workplans, and budgets.
- ◆ Assist with grant monitoring functions, such as reviewing and analyzing grantee applications, progress reports, and fiscal reports.
- ◆ Assist with responses to grantee requests and information requests, including those made under the Freedom of Information Act.
- ◆ Assess programmatic materials, curriculums, and evaluation reports and provide recommendations to the division director about the use of the materials.

STATE RELATIONS AND ASSISTANCE DIVISION

SRAD manages OJJDP's Formula Grants Program; Title V—Community Prevention Grants Program; State Challenge Grant Program; Juvenile Accountability Incentive Block Grants Program; and Combating Underage Drinking Program, assisting



The White House recognizes that juvenile justice is one of the crucial issues for the next century.

57 State and territorial jurisdictions with preventing and treating delinquency and improving their juvenile justice systems. SRAD oversees the development and implementation of comprehensive State juvenile justice plans that determine priorities for the expenditure of State formula grant funds. SRAD also monitors State compliance with the JJDP Act core requirements—deinstitutionalization of status offenders and nonoffenders, separation of juveniles and adults in secure custody, the removal of juveniles from adult jails and lockups, and addressing disproportionate minority confinement where it exists.

Interns may:

- ◆ Help State representatives manage grants and process grant awards.
- ◆ Help develop training related to juvenile justice and delinquency prevention efforts in the States.
- ◆ Help prepare special reports on the implementation of SRAD programs.

TRAINING AND TECHNICAL ASSISTANCE DIVISION

TTAD provides training, technical assistance, and state-of-the-art information to organizations that are working to strengthen the juvenile justice system, such as law enforcement agencies, juvenile courts, corrections offices, youth services programs, and child advocacy organizations. TTAD also assists SRAD with carrying out the State Formula Grant Program and assists SED with replicating model programs through targeted training and technical assistance.

Interns may:

- ◆ Review materials for relevance to the division's priority tasks.
- ◆ Set up internal meetings for purposes of program coordination and planning.
- ◆ Prepare briefing materials for the division's director and assistant director.
- ◆ Conduct research on training and emerging issues via the Internet.
- ◆ Enter program data to support grant monitoring and program management.



Washington's Metro system makes it easy to get to work and connects you with museums, monuments, malls, and more.

- ◆ Categorize and organize curricular materials.
- ◆ Organize and keep inventories of practical use studies that are developed in topical areas.
- ◆ Maintain schedules of training events.
- ◆ Prepare responses to routine correspondence.

WHAT IS IT LIKE TO WORK IN THE NATION'S CAPITAL?

Washington, D.C., is one of the most distinguished and beautifully designed cities in the world. It contains numerous classical government buildings, museums, and embassies and is home to a culturally and socially diverse population. It is also the home of the Federal Government—a fast-paced, ever-changing and stimulating environment! Washington has a major world tourism industry, attracting more than 1 million visitors per year with its elaborate parks, museums, government monuments, and interesting sections, such as Chinatown and Georgetown. Warm summers and mild winters encourage the high tourism rate.

WHERE WOULD I LIVE?

Different affordable housing arrangements are available for students who participate in OJJDP's internship program. Four universities—American University, George Mason University, George Washington University, and Georgetown University—provide summer housing for the many interns that Washington attracts, and apartments are available for rent in both Washington and the surrounding areas. Contact information for the universities, apartment locator services, and city newspapers with real estate sections are available online from OJJDP's Web site (ojjdp.ncjrs.org) and in a follow-up package that is sent to prospective interns.

HOW CAN I GET AROUND IN THE WASHINGTON AREA?

You don't need to bring a car with you because many other modes of transportation are available. The Washington Metropolitan Area Transit Authority operates a 70-station rapid rail transportation system connecting downtown D.C. with the Pentagon, Crystal City, Washington National Airport, and many Maryland and Virginia

U.S. Department of Justice

Office of Justice Programs

Office of Juvenile Justice and Delinquency Prevention

Washington, DC 20531

Official Business

Penalty for Private Use \$300

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suburbs. The "Metro" is complemented by the Metrobus system, which links neighborhoods throughout the Washington metropolitan area. In addition, Interstates 95 and 495, three airports (Ronald Reagan Washington National, Dulles International, and Baltimore-Washington International), and the Amtrak rail conveniently connect the area to the rest of the country.

WHAT'S THERE TO DO WHEN I'M NOT WORKING?

There is never a dull moment in Washington. There are numerous gourmet restaurants, sporting events, parks, museums, libraries, and shopping areas. College-age students and interns abound throughout the area; the Washington metropolitan area contains more than 30 major colleges and universities, including George Washington University, Georgetown University, and Howard University. You can increase your cultural experiences by attending shows, plays, and concerts at places such as the Kennedy Center, Warner and Ford

Theaters, the National Theater, and Wolf Trap. Learn more about U.S. history through tours of the Smithsonian facilities, historical monuments, the National Archives, the Capitol, and the White House. See the Federal Government in action by attending congressional meetings and Senate hearings. You can also go to many sporting events, including professional football, hockey, basketball, baseball, and soccer games.

HOW CAN I GET INVOLVED IN THE INTERNSHIP PROGRAM?

If this internship program sounds like something you would like to be a part of, let us know! Getting involved in this internship program could be one of the best career decisions you ever make. For a small investment of your time, you'll receive valuable experience, have important influence in policies and programs, make contacts that can help you further your career, and receive references and a letter of recommendation. And even more

importantly, you'll have a chance to be a positive influence on the lives of juveniles throughout the United States.

To apply for an internship, please send us a resume and a cover letter; no other paperwork is necessary. Please submit the information to:

Elaine Snyder
OJJDP
810 Seventh Street NW.
Washington, DC 20531
202-514-0929
202-307-2093 (Fax)
E-Mail: snydere@ojp.usdoj.gov

After your information has been reviewed, you will be contacted to discuss internship opportunities. You will also be sent a followup package with more detailed information about the program, housing arrangements, and so on.

To learn more about the work that OJJDP does, contact the Juvenile Justice Clearinghouse at 800-638-8736 or visit OJJDP's Web site at ojjdp.ncjrs.org.